

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Materials Module

Sample Information Window – Aggregate (AGG) QC/QA

General Description

This is one of the eight spreadsheet disciplines that KYTC will use for QC/QA program tracking. These spreadsheets allow data to be received by KYTC from Producers/Suppliers outside the department, and automatically loaded (with error checking) into the SiteManager system by the Spreadsheet Applet application developed by KYTC ITI. The eight disciplines include:

<u>Short Name</u>	<u>Description</u>
MIXPACK	Asphalt Mix Design
AMAW	Asphalt Mixtures Acceptance Workbook QC/QA
CONCMIX	Concrete Mix Design
CONCPVMT	Concrete Pavement QC/QA
CONCSTRT	Structural Concrete QC/QA
AGG	Aggregate QC/QA
DENSITY	Moisture-Density QC/QA
STRIPING	Striping QC/QA

The user initiates the Applet and directs the application as to the location of the spreadsheet, and the Applet then attempts to successfully load the spreadsheet. If any errors are encountered, the load is aborted and the specific errors returned to the user. Once successfully loaded into SiteManager, the Applet archives a copy of the spreadsheet for audit trail purposes (as described in **TBD**).

Spreadsheet Applet Executable Location

TBD

Spreadsheet Location

TBD

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Procedure

The Aggregate (AGG) QC/QA Spreadsheet will only populate Sample Information window records of the SiteManager application via the Spreadsheet Applet application.

This document describes the procedures for entering data into the spreadsheet that will be stored into the Sample Information related records in SiteManager. All records loaded by this spreadsheet will be protected (i.e., the Sample will be Authorized).

NOTE: Any changes necessary to the data will need to be done by using the “replacement” function available with the Spreadsheet Applet. This capability will be enabled for users loading spreadsheets of this discipline.

A primary reason the “replacement” function will be enabled for this discipline is for capturing failing material information. The following procedure will be used when a segment fails QC testing:

- **Original segment status will be logged as FAILED or FAILED AND REMOVED FROM PROJECT.**
- **Replacement segments will be documented by Contractor on a completely new spreadsheet, and an indicator is set for each segment that is a replacement segment (versus a completely new segment).**
- **When KYTC is processing a spreadsheet having a replacement segment indicator set (i.e., the Replacement Spreadsheet Name), KYTC will retrieve the archived original spreadsheet and if the original segment status was FAILED, change the status of original segment to FAILED AND REMOVED FROM PROJECT, adjust the Represented Quantity as appropriate, and then reload the updated original spreadsheet along with the new spreadsheet.**

This spreadsheet will load sample related data for one QA Sample and from one to four QC (for a maximum of five samples) and one of two test methods as follows:

<u>Sample</u>	<u>Type</u>	<u>Test(s)</u>
QC Sublot #1	QC	AGQCQAWTSV (Aggregate QC/QA Wet Sieve)
QC Sublot #2	QC	AGQCQAWTSV (Aggregate QC/QA Wet Sieve)
QC Sublot #3	QC	AGQCQAWTSV (Aggregate QC/QA Wet Sieve)
QC Sublot #4	QC	AGQCQAWTSV (Aggregate QC/QA Wet Sieve)

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QA Testing

QA

AGQCQAWTSV (Aggregate QC/QA Wet Sieve)

Test charges are only applicable for the QA tests, and these are standard charges entered into the SiteManager Test & Fee Schedule.

Refer to the AGG End-User Procedure for the specific procedures required by the end-user to use this spreadsheet.

The following tables describe the fields loaded on the database, which are visible when viewing on the window, and the source, location, and procedures for each field from the KYTC perspective.

NOTE: *in a number of the fields below, the source location of the data is referred to as coming from the “Details” tab. “Details” actually is one of the four tabs in the spreadsheet depending on the <Header.Aggregate Base Type and Test Method Type> field chosen. This could be any one of the following tabs:*

- *DGA (KM 606 & T 27)*
- *CSB (KM 606 & T 27)*
- *DGA (T 11 & T 27)*
- *CSB (T 11 & T 27)*

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BASIC SAMPLE DATA FOLDER TAB (t_smpl)

Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	KYTC Spreadsheet Population Decision
Sample ID (smpl_id)	<p>Identifier of the sample record. The Sample ID is manually entered by the Sampler when logging the sample in SiteManager. The Sample ID is 14 characters in most circumstances but may be up to 18 characters long if there are special circumstances in the case of a revised sample or a recheck. Every character of the Sample ID has a specific meaning (i.e. it is “smart” number) and should follow the naming convention of <i>DDCCIIIYY####XXXX</i>. The definition of each character is outlined below.</p> <ul style="list-style-type: none"> - (DD) The district number of where the sample was taken. - (CCC) The crew number of the Sampler. - (III) The 3 letter initials of the Sampler. (Note: Users with only a first and last name should use “X” as their middle initial. Users with more than three names should choose which 3 letters they want to use, but should use the same 3 letters consistently when logging samples). - (YY) The 2-digit year sample was taken. - (####) A 4-digit sequential number that starts with 0001 for each Sampler and then increments sequentially for each sample logged thereafter (i.e. 0001, 0002, 0003, etc.) - (XXXX) The last four characters of the Sample ID should only be entered to indicate special circumstances. RV01 would be used to indicate a revised sample (e.g. RV01 Revised Sample 1st time, RV02 Revised Sample 2nd time). RK01 would be used to indicate a recheck sample (e.g. RK01 Recheck Sample 1st time, RK02 Recheck Sample 2nd time). 	Free-form	KYTC Spreadsheet Approver (& last four characters assigned automatically by spreadsheet)	<p>KYTC on-line population procedure applies (except the user will not enter the last four characters, i.e., “XXXX”). The last four characters are automatically assigned for the maximum of five samples loaded by this discipline. These are:</p> <ul style="list-style-type: none"> § QC Sublot 1 - “QC01” § QC Sublot 2 - “QC02” § QC Sublot 3 - “QC03” § QC Sublot 4 - “QC04” § QA Testing 1 - “QA01” <p>Data check needed to ensure that this Sample ID does not already exist in SiteManager.</p> <p>If the Sample ID is blank, the remaining records/fields related to this sample should be ignored by the Applet.</p> <p><Header.Sample ID+Hardcoded 4 characters from the corresponding sample on the “Details” tabs></p>

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Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	KYTC Spreadsheet Population Decision
Status (stat_t)	<p>Identifies the current status of this record. When logging the sample, the Sampler should select the status of "Pending". Once all tests for the sample are completed, the Project Engineer will select the appropriate sample status before the sample is authorized.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> - Only PENDING, COMPLETE, and FAILED will count toward satisfying the sample requirements for a material. - Only COMPLETE, FAILED, and FAILED AND REMOVED FROM PROJECT are acceptable statuses for authorizing a sample. 	Code Table	Auto-populated by Spreadsheet	<p>COMPLETE FAILED FAILED AND REMOVED FROM PROJECT</p> <p>This is a data check field as it is a code table.</p> <p><"Details".SM Sample Pass/Fail></p>
Revised by (revise_smpl_id)	<p>This field is auto populated on the <i>original</i> sample record with the User ID of the person who revised the sample record.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> - This is only relevant when a sample record is revised. - This field is not populated on the <i>revised</i> sample record. 	N/A	N/A	<p>Reload sample via Applet if revisions required.</p> <p>Applet will not use this field for this discipline.</p>
Revising (N/A)	<p>Used when the current sample has been authorized and a revision is being made on a sample record.</p> <p>This field is auto populated with the Sample ID of the original sample record for revised samples only.</p> <p>A sample should only be revised if the original material failed, and a new sample is taken for further testing, or to correct an error/issue on an authorized sample.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> - If a revised sample record is being revised again, then this field will be populated with the 'revising' Sample ID; not the original Sample ID. 	N/A	N/A	<p>Applet will not use this field.</p> <p>This is not a database field; it is assigned programmatically by the SiteManager application.</p>

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Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	KYTC Spreadsheet Population Decision
Sample Date (smp_l_dt)	Enter the actual date the sample was physically taken. <u>Note:</u> - This field is automatically filled in by the system with today's date.	Date	End-User	This will be entered for each sample. <“Details”.Date Sampled>
Link To (rel_smp_l_id)	This field is populated by using the look-up function to link the current sample to another sample that already exists in SiteManager. Link samples for the following: - QC samples should be linked to the corresponding QA sample for the material. - IAS samples should be linked to an Acceptance Sample - When additional testing needs to be performed for failing samples, the new sample should be linked to the failing sample - Other situations when applicable.	N/A	N/A	Applet will not use this field.
Link From (N/A)	This field reflects the opposite relationship as the Linked To field by displaying the ID of the sample that contains this sample in its Linked To field. This field is only auto populated for samples that are linked to another sample in SiteManager.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Log Date (log_dt)	Enter the actual date the sample is logged in SiteManager.	Date	Auto-populated by Applet	System Date the sample was successfully imported into SiteManager.

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Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	KYTC Spreadsheet Population Decision
Sample Type (smpl_t)	This field identifies the type of sample taken (e.g. Independent Assurance, Project Acceptance). Select the appropriate sample type from the pick-list.	Code Table	Auto-populated by Spreadsheet	Assigned as follows: <ul style="list-style-type: none"> • Sublot 1 QC - "QC" • Sublot 2 QC - "QC" • Sublot 3 QC - "QC" • Sublot 4 QC - "QC" • Lot QA 1 - "QA" <p>This is a data check field as it is a code table.</p> <p><"Details". Various Hidden Cells></p>
Acceptance Method (acpt_meth_t)	This field identifies the method by which the sample is being accepted (e.g. Certification, Mix Design Approval). Select the appropriate acceptance method from the pick-list.	Code Table	Auto-populated by Spreadsheet	This will always be TEST RESULTS for all DGA & CSB. . <p>This is a data check field as it is a code table.</p> <p><Hardcoded></p>
Material (matl_cd)	Using the look-up function select the material being sampled and tested.	Code Table	End-User	This field should be populated with the appropriate Material Code. <p>This is a data check field.</p> <p>The Material Code is an active material.</p> <p>This field should be selected on the Spreadsheet by the Contractor (by selecting the Aggregate Base Type & Test Method Type.</p> <p><Header.Material Code> (Assigned based on <Aggregate Base Type and Test Method Type chosen>)</p>

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Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	KYTC Spreadsheet Population Decision
Sampler (smpld_by)	Using the look-up function select the Sampler from the list. In the case where the Sampler is not qualified to sample the material or his qualification has not been updated, contact the DME in his office for further action. The ID of the Sampler selected will be displayed.	Free-form	End-User	<p>This is the person obtaining the sample.</p> <p>User must be an active Material User (sampler).</p> <p>The Sampler must have “AGGREGATE SAMPLING TECHNICIAN” or “AGGREGATE TECHNICIAN” Sampler qualification for a Material Category of “AGGREGATE” for samples with the following tests:</p> <ul style="list-style-type: none"> AGQCQAWTSV <p><“Details”.Sampled By></p>
P/S (prodr_supp_cd)	Using the look-up function select the approved P/S for the material being sampled. In the case where the P/S is not approved or the approval has expired, the sampler will contact the DME in his office for further action.	Free-form	End-User	<p>This is the source of the aggregate (i.e., Producer/Supplier Code).</p> <p>Data check to ensure that this P/S is active in SiteManager.</p> <p>Data check to ensure that the Material Code above is actively being produced by the P/S. (This will be based on the Sample Date.)</p> <p><Header.Producer/Supplier Code></p>
Type (N/A)	Based on the P/S, this field is auto populated with the Producer/Supplier type code (e.g. CMT for Cement, AGGR for Aggregates – General).	N/A	N/A	<p>Applet will not use this field.</p> <p>This is not a database field; it is assigned programmatically by the SiteManager application.</p>

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Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	KYTC Spreadsheet Population Decision
City (N/A)	Based on the P/S, this field is auto populated with the city where the producer/supplier is located according to the Address listed on the Approved List, Producer/Supplier window.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Prod Nm (prod_nm)	Using the look-up function, select the appropriate product name (brand of material) when available.	N/A	N/A	Applet will not use this field for this discipline.
Mnfctr (mnfctr_cd)	Using the look-up function, select the appropriate Manufacturer (i.e. Producer/Supplier) when available. - For Aggregate materials from Redistribution Yards, the original source of the material should be selected in the Manufacturer field. <u>Note:</u> - If the Brand Name is required on the Material Detail window, then after the Product Name is populated the Manufacturer field is auto populated. If the Brand Name is not required on the Material Detail window, then the Manufacturer field is a search field that only displays the Producer/Suppliers that are approved for that material.	N/A	N/A	Applet will not use this field for this discipline.
Town (twn)	Population of this field is optional.	N/A	N/A	Applet will not use this field for this discipline.

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Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	KYTC Spreadsheet Population Decision
Geog Area (geog_area_t)	Using the pick-list, specify the district where the sample was taken.	Code table.	Auto-populated by Spreadsheet (based on data entered by the KYTC Spreadsheet Approver)	<p>The District from which the sample was submitted.</p> <p>The purpose of using this field is to be able to query samples by District with the Find Sample window.</p> <p>This is automatically assigned by the spreadsheet based on the first to characters of the Sample ID (which procedurally must be the District ID).</p> <p>This is a data check field as it is a code table.</p> <p><Header.District></p>
Intd Use (intd_use_txt)	Enter the intended use of the material.	Free Form	Auto-populated by Spreadsheet	Hardcoded to "Aggregate Base"

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Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	KYTC Spreadsheet Population Decision
Represented Quantity (repr_qty)	Per KYTC policy, this field will not be used.	Free-form	End-User	<p>This will be the total Represented Quantity recorded on the Project Item Tab corresponding to this specific Sublot.</p> <p>NOTE: the Repr Qty for this Sublot is computed as follows:</p> <p>IF the Cumulative Repr Qty (from the Project Items tab) > (2000 * Sublot Number) THEN Repr Qty for this Sublot = 2000 ELSE Repr Qty for this Sublot = Cumulative Repr Qty - (2000 * (Sublot Number-1))</p>
Represented Quantity Unit (unt_t)	This field is auto populated with the English Unit of measure for the material sampled.	Code table.	End-User	<p>This will either be Tons or Metric Tons. Will default to Tons on the spreadsheet.</p> <p><Header.Material Unit></p>
Auth By (auth_by_cms_uid)	This field is auto populated with the ID of the person who authorized the sample record.	Free-form	KYTC Spreadsheet Approver	<p>This is the KYTC person approving the spreadsheet.</p> <p>User must have an active SM User ID.</p> <p><Header.KYTC Approver (SM User ID)></p>
Auth Date (auth_dt)	<p>This field is auto populated with the date the sample was authorized.</p> <p><u>Note:</u> The system will use the current date when the same is authorized.</p>	Date	Auto-populated by Applet	System Date the sample was successfully imported into SiteManager.

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Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	KYTC Spreadsheet Population Decision
Remarks (rmrks_id)	<p>Opens the remarks balloon for free-form data entry.</p> <ul style="list-style-type: none"> - Available from the Basic Sample Data, Addtl Sample Data, Contract, and Other tabs. <p><u>Status</u>: The Sampler and Tester will fill in the remarks as needed and applicable to the sample. If a sample is in the FAILED status, detailed information needs to be added to remarks indicating resolution (e.g. deduction, repaired). If a sample is in the FAILED AND REMOVED FROM PROJECT status, detailed information needs to be added to remarks as to why it failed and was removed.</p> <p><u>Sample Responsibility</u>: If CONSULTANT or OTHER AGENCY is chosen, User will log comment in the remarks bubble of the Sample Information window regarding specific type of consultant that took the sample.</p> <p><u>Test Responsibility</u>: If CONSULTANT is chosen, User will log comment in the remarks bubble of the Sample Information window regarding specific type of consultant that took the sample.</p>	Free-form	KYTC Spreadsheet Approver	<p>Allow entry of remarks for each of the Samples in the spreadsheet.</p> <p>Each Remark is limited to 255 characters.</p> <p><i>(NOTE: ID automatically assigned by spreadsheet as the concatenation of the SM User ID + current system date/time in the format "yyyymmddhhmmss" + the last two characters of the Sample ID)</i></p> <p><"Details".Remarks> (<Header.Remark ID> <Header.Remark Type> <Header.Remark SN>)</p>

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Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	KYTC Spreadsheet Population Decision
Lock Type (lock_type)	<p>The value for this field determines the access level for updating the sample record. This field will automatically default to the Office Level securities set up for the user.</p> <p>If a sampler from an <i>equivalent other office</i> will be updating the sample record, choose No Lock (e.g. Inspector from one Residency Crew is assigned to another Residency Crew and needs to update the sample record, choose No Lock).</p> <p>For <i>IAS samples</i>, select Limited Access until comparison sample is authorized. After comparison sample is authorized, select No Lock.</p> <ul style="list-style-type: none"> - <u>Office Level One</u>: Central Office (If a sampler's office security is set to the Central Office level, they will be able to update all sample records) - <u>Office Level Two</u>: District (If a sampler's office security is set to the District level, they will be able to update sample records in the same District and all Resident Offices in that District) <p><u>Office Level Three</u>: Resident (If a sampler's office security is set to the Resident level, they will be able to update sample records created from others in the same Resident Office)</p>	N/A	N/A	Applet will not use this field.
Locked By (locked_by)	This field is auto populated with the ID of the person who locked the sample record.	N/A	N/A	Applet will not use this field.
Lock Date (lock_dt)	This field is auto populated with the date and time the sample record was locked.	N/A	N/A	Applet will not use this field.
Lock Office Lev 1 (lev1_office_ind)	Indicator specifying whether the sample is locked at the central office level.	N/A	N/A	Applet will not use this field.
Lock Office Lev 2 (lev2_office_nbr)	Specifies the level 2 office the sample is locked at.	N/A	N/A	Applet will not use this field.

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Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	KYTC Spreadsheet Population Decision
Lock Office Lev 3 (lev3_office_nbr)	Specifies the level 3 office the sample is locked at.	N/A	N/A	Applet will not use this field.
Lock Office Lev 4 (lev4_office_nbr)	Specifies the level 4 office the sample is locked at.	N/A	N/A	Applet will not use this field.

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ADDTL SAMPLE DATA FOLDER TAB (t_smpl)

Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Smpl ID (smpl_id)	This field is auto populated with the Sample ID.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Buy American (check box) (buy_usa_ind)	This field identifies if the material sampled fulfills the requirement for the Buy USA program. Select the checkbox based on contract specifications; otherwise it should be left blank.	N/A	N/A	Applet will not use this field.
Buy American (drop-down list) (buy_usa_rqrdmt_t)	Per KYTC policy, this field will not be used	N/A	N/A	Applet will not use this field.
Reqst By (reqst_by_nm)	Population of this field is optional.	N/A	N/A	Applet will not use this field.
Witnessed By (witness_by_cms_uid)	Population of this field is optional, except when KYTC witnesses IAS, Liquid Asphalt, and QC samples.	Free-form	KYTC Personnel	This is the KYTC person witnessing the test (as appropriate). Not every test is witnessed. <“Details”.Witnessed by KYTC>
Smpl Size (smpl_sz)	Population of this field is optional. The Sampler may populate this field to indicate the sample size particularly for a sample that has more than one unit (e.g. 2 cans).	N/A	N/A	Applet will not use this field for this discipline.
Smpl Size - Units	If the Sample Size field is populated, populate the sample unit.	N/A	N/A	Applet will not use this field for this discipline.
Dist from Grade (dstnc_fnsh_grd)	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.	N/A	N/A	Applet will not use this field for this discipline.

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Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Dist from Grade – unit of measure (dstnc_fnsh_grd_unt)	Per KYTC policy, this field will not be used. This information will be captured in Material Test Templates.	N/A	N/A	Applet will not use this field for this discipline.
Station (sta)	Population of this field is required for concrete cylinders, soils, aggregate base, and cores.	Free From	End-User	This is the station where the sample was taken. <“Details”.Station>
Offset (offst)	Population of this field is required for the following: - Concrete pavement cylinders and Aggregate base: indicate left or right of centerline (e.g. Left) Soils and Cores: distance left or right from centerline (e.g. 7' Left)	Free From	End-User	This is the offset where the sample was taken. <“Details”.Offset>
Reference (ref)	The location referenced on the plans where the sample was taken. The population of this field is optional.	N/A	N/A	Applet will not use this field for this discipline.
Smpld From (smpld_fr_txt)	Population of this field is required for concrete cylinders structure location and other locations as needed.	N/A	N/A	Applet will not use this field for this discipline.
Smpl Origin (smp_l_origin)	The population of this field is optional. May enter a description of where the sample originated.	N/A	N/A	Applet will not use this field for this discipline.
Control Type (cntrl_t)	This field should be populated with the Control Type (e.g. Batch Number, Heat Number, Lot Number) for Reinforcement Steel, Liquid Asphalt, Paint, Cement, Latex, Herbicide, Pipe, and when applicable based on the Field Sampling & Testing Manual.	Code Table	Auto-populated by Spreadsheet	Always assigned as LOT NUMBER for this discipline.
Cntrl Number (cntrl_nbr)	This field should be populated when a Control Type is selected in the previous field.	Free-form	End-User	Lot Number received from P/S. <Header.Lot Number >

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Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Seal Number (seal_nbr)	This field is populated with the roll number for Geotextiles and when applicable based on the Field Sampling & Testing Manual.	Free-form	Auto-populated by Spreadsheet (except QA Sample that is entered by KYTC Personnel)	Sublot Number corresponding to each QC Sublot Number. It will be blank for the QA Sample (because the QA sample it compared against the average of all the QC samples). <“Details”.Subtot Number >
Design Type (smp_l_dsn_t)	Using the pick-list, this field should be populated when a mix design is being sampled.	N/A	N/A	Applet will not use this field for this discipline.
Mix ID (smp_l_mix_id)	Using the look-up function, populate this field with the Mix ID being sampled.	N/A	N/A	Applet will not use this field for this discipline.
Plant ID (plant_id)	Per KYTC policy, this field will not be used.	N/A	N/A	Applet will not use this field for this discipline.
Plant Name (N/A)	Per KYTC policy, this field will not be used.	N/A	N/A	Applet will not use this field for this discipline.
Plant Type (plant_t)	This field is auto populated with the type of plant (e.g. Aggregate, Concrete Pipe).	N/A	N/A	Applet will not use this field for this discipline.
Creator User ID (cms_uid)	This field is auto populated with the ID of the person who created the sample record.	Free-form	KYTC Spreadsheet Approver	This is the KYTC person approving the spreadsheet. User must be an active Security User. <Header.KYTC Approver (SM User ID)>
Include Standard Remarks Std_rmrks_ind)	Population of this field indicates that standard remarks should be included on the Lab Report. This checkbox should always be populated for Project Acceptance and QC samples.	Free-form	Auto-populated by Applet	Indicator will be populated (with “Y”) for QC Samples, or “N” otherwise.

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Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Last-Modified User ID (last_modfd_uid)	This field is auto populated with the ID of the person who last modified the sample record.	Free-form	KYTC Spreadsheet Approver	This is the KYTC person approving the spreadsheet. <Header.KYTC Approver (SM User ID)>
Last-Modified Date (last_modfd_dt)	This field is auto populated with the date when the last modification was made to the sample record.	Date	Auto-populated by Applet	System Date the sample was successfully imported into SiteManager.
ADDITIONAL RECORDS NOT SEEN FROM WINDOWS				
Sample Lock Indicator (smpI_lock_ind)	Indicates when a sample resides in the standalone database and has been piped-up to the server (i.e., it is no longer owned by the standalone database and therefore cannot be edited). This is automatically populated by SiteManager.	N/A	N/A	Applet will not use this field.
<Reference Document> (ref_doc)	No longer used by SiteManager.	N/A	N/A	Applet will not use this field.

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Sample Information Window – Aggregate (AGG) QC/QA

CONTRACT FOLDER TAB (t_cont_smpl)

Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Smpl ID (smpl_id)	The unique identifier of the record generated for the material sample.	Free-form	KYTC Spreadsheet Approver (& last two characters assigned automatically by spreadsheet)	<p>KYTC on-line population procedure applies (except the user will not enter the last two characters, i.e., "XX"). The last two characters are automatically assigned for the maximum of five samples loaded by this discipline. These are:</p> <ul style="list-style-type: none"> • QC Sublot 1 - "C1" • QC Sublot 2 - "C2" • QC Sublot 3 - "C3" • QC Sublot 4 - "C4" • QA Testing 1 - "A1" <p>Data check needed to ensure that this Sample ID does not already exist in SiteManager.</p> <p>If the Sample ID is blank, the remaining records/fields related to this sample should be ignored by the Applet.</p> <p><Header.Sample ID></p>
Contract ID (cont_id)	Using the search function, make the necessary contract item associations for Project Acceptance samples. The Contract ID will be displayed based upon the record selected.	Free-form	End-User	<p>A data check is required for these fields to make sure the combination of the three keys are found in SiteManager (on t_cont_itm). Also, need a data check to make sure that the sample's material is on the S&TR record for this contract item.</p>
Project (prj_nbr)	This field is auto populated with the Project Number based on the record selected.	Free-form	End-User	

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Sample Information Window – Aggregate (AGG) QC/QA

Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Line Item (In_itm_nbr)	This field is auto populated with the Line Item based on the record selected.	Free-form	End-User	Multiple items can be included. All items must be on one contract, but can be on multiple projects on the contact. Duplicates not allowed. <Header.Contract ID> <Project Items.Project Nbr> <Project Items.Line Item Number>
Item Code (N/A)	This field is auto populated with the Item Code based on the record selected.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Fed State Prj Nbr (N/A)	This field is auto populated with the Federal/State number based on the record selected.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Cont Est Matrl Qty (N/A)	This field is auto populated with the Contract Estimated Material Quantity based on the record selected. This is the material quantity expected to be placed over the life of the contract based on the current pay item quantity to conversion factor relationship identified in the contract sampling and testing requirements.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.

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Sample Information Window – Aggregate (AGG) QC/QA

Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Represented Qty (repr_qty)	Population of this field is optional.	Number	End-User	Contractor enters the pay item quantity for each associated Project Line Item. This will be entered for all project items and should cumulatively add up to the number of full Sublots times 2000 units, plus the last Sublot (which may be less than or equal to 2000 units.) <Project Items.Represented Quantity>
Material Unit (N/A)	This field is auto populated with the Material Unit based on the record selected.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Reported Matrl Qty (N/A)	This field is auto populated with the Reported Material quantity based on the record selected. This total material installed. Calculated: Installed Quantity of Contract Item x Conversion Factor.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Satisfy Rep Matrl Qty (N/A)	This field is auto populated with the Satisfy Reported Material Quantity (total material quantity reported on the Contract tab of the Maintain Sample Window) based on the record selected. In standalone mode, this data only includes those samples logged on the current local database, and therefore may not be representative of the entire item.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.

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Sample Information Window – Aggregate (AGG) QC/QA

Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Line Item Desc (N/A)	This field is auto populated with the Line Item Description based on the record selected.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Supplemental Description 1 (N/A)	This field is auto populated with the Supplemental Description based on the record selected.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Supplemental Description 2 (N/A)	This field is auto populated with the Supplemental Description 2 based on the record selected.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Contract Description (N/A)	This field is auto populated with the Contract Description based on record selected.	N/A	N/A	Applet will not use this field. This is not a database field; it is assigned programmatically by the SiteManager application.
Last-Modified User ID (last_modfd_uid)	This field is auto populated with the ID of the person who last modified the sample record.	Free-form	KYTC Spreadsheet Approver	This is the KYTC person approving the spreadsheet. <Header. SM User ID>
Last-Modified Date (last_modfd_dt)	This field is auto populated with the date when the last modification was made to the sample record.	Date	Auto-populated by Applet	System Date the sample was successfully imported into SiteManager.

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Sample Information Window – Aggregate (AGG) QC/QA

OTHER FOLDER TAB (t_oth_smpl) – **NOT USED BY THE APPLLET**

Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Smpl ID (smpl_id)	The unique identifier of the record generated for the material sample.	N/A	N/A	Applet will not use this field for this discipline.
Type (oth_t)	For Non-Construction types of contracts, select the type of non-construction contract.	N/A	N/A	Applet will not use this field for this discipline.
ID (oth_id)	Enter a space.	N/A	N/A	Applet will not use this field for this discipline.
Last-Modified User ID (last_modfd_uid)	This field is auto populated with the ID of the person who last modified the sample record.	N/A	N/A	Applet will not use this field for this discipline.
Last-Modified Date (last_modfd_dt)	This field is auto populated with the date when the last modification was made to the sample record.	N/A	N/A	Applet will not use this field for this discipline.

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Sample Information Window – Aggregate (AGG) QC/QA

TESTS FOLDER TAB (t_smpl_tst)

Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Smpl ID (smpl_id)	The unique identifier of the record generated for the material sample.	Free-form	KYTC Spreadsheet Approver (& last two characters assigned automatically by spreadsheet)	<p>KYTC on-line population procedure applies (except the user will not enter the last two characters, i.e., "XX"). The last two characters are automatically assigned for the maximum of five samples loaded by this discipline. These are:</p> <ul style="list-style-type: none"> • QC Sublot 1 - "C1" • QC Sublot 2 - "C2" • QC Sublot 3 - "C3" • QC Sublot 4 - "C4" • QA Testing 1 - "A1" <p>Data check needed to ensure that this Sample ID does not already exist in SiteManager.</p> <p>If the Sample ID is blank, the remaining records/fields related to this sample should be ignored by the Applet.</p> <p><Header.Sample ID></p>
Test Method (tst_meth)	Using the search function, the <i>Sampler</i> is responsible for selecting the tests that should be performed on the sampled material. The Sampling Checklist should be used as a guideline for determining what tests to select.	Free-form	Auto-populated by Spreadsheet	<p>Hardcoded to "AGQCQAWTSV" (AGGREGATE QC/QA WET SIEVE)</p> <p>Need to one templates created for this test.</p> <p>Same charge should be used based on the QA test being performed (i.e., from Test & Fee Schedule).</p>

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Sample Information Window – Aggregate (AGG) QC/QA

Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Sample Test Nbr (smp_l_tst_nbr)	Populate the Sample Test Nbr field with the number "1" for the first incident of that particular test method. Any subsequent incidents of the <u>same</u> test method for the sample should be numbered sequentially (2, 3, etc.).	Free-form	Auto-populated by Spreadsheet	This should always be "1." <Header.Test Nbr>
Lab ID (lab_id)	Using the search function, specify the lab that will perform the test.	Free-form	QC: End-User QA: KYTC Personnel	If this is a QC sample, this is the Contractors lab, If this is a QA sample, it is the state lab. The Lab Id must already exist as a Qualified Lab. For a QA sample, this is the lab that should get credit for the test charge (i.e.,the Lab responsible for reviewing and loading the spreadsheet). <"Details".Laboratory ID (KQT ID)>
Charge Amount (chrg_amt)	This field is auto populated. Per KYTC policy, this field will not be used.	N/A	N/A	Applet will not use this field for this discipline.
Received Date (strt_dt)	The <i>Tester</i> should populate this field with the actual date the sample arrived at the lab (i.e. receiving date). The one exception to this policy is for cylinder samples, which required the <i>Sampler</i> to populate this field with the estimated break date for the cylinder. <u>Note:</u> The system defaults to the current date.	Date	KYTC Spreadsheet Approver	For QC Samples, this will be the same as Sample Date. For QA Samples, this will be the date the sample was received by the KYTC testing personnel. <"Details".Sample Received Date>

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Sample Information Window – Aggregate (AGG) QC/QA

Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Actual Start Date (est_cmpl_dt)	The <i>Tester</i> should populate this field with the Actual Start date of the test.	Date	KYTC Spreadsheet Approver	This will be the date the sample was received by the KYTC personnel for QA samples, otherwise it will be blank. <“Details”.Actual Test Start Date>
Actual Completion Date (actl_cmpl_dt)	The <i>Tester</i> should populate this field with the actual date the test was completed. This field is required in order to authorize the sample record.	Date	End-User	The actual test completion date entered by the Tester. <“Details”.Test Completion Date>
Last-Modified User ID (last_modfd_uid)	This field is auto populated with the ID of the person who last modified the sample record.	Free-form	KYTC Spreadsheet Approver	This is the KYTC person approving the spreadsheet. <Header. SM User ID>
Last-Modified Date (last_modfd_dt)	This field is auto populated with the date when the last modification was made to the sample record.	Date	Auto-populated by Applet	System Date the sample was successfully imported into SiteManager.

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Sample Information Window – Aggregate (AGG) QC/QA

TESTERS WINDOW (t_smpl_tstr)

Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Smpl ID (smpl_id)	The unique identifier of the record generated for the material sample.	Free-form	KYTC Spreadsheet Approver	Use standard procedure. Data check needed to ensure that this Sample ID does not already exist in the SiteManager Database. <Header.Sample ID>
Test Method (tst_meth)	Using the search function, the <i>Sampler</i> is responsible for selecting the tests that should be performed on the sampled material. The Sampling Checklist should be used as a guideline for determining what tests to select.	Free-form	Auto-populated by Spreadsheet	Hardcoded to "AGQCQAWTSV" (AGGREGATE QC/QA WET SIEVE) Need to one templates created for this test. Same charge should be used based on the QA test being performed (i.e., from Test & Fee Schedule).
Sample Test Nbr (smpl_tst_nbr)	Populate the Sample Test Nbr field with the number "1" for the first incident of that particular test method. Any subsequent incidents of the <u>same</u> test method for the sample should be numbered sequentially (2, 3, etc.).	Free-form	Auto-populated by Spreadsheet	This should always be "1." <Header.Test Nbr>

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Sample Information Window – Aggregate (AGG) QC/QA

Field Name	KYTC Population Policy & Procedure	Spreadsheet Data Type	Source of Data	Spreadsheet Population Decision
Testers (tst_id)	<p>Provides a look-up of testers that are qualified for the selected test method.</p> <ul style="list-style-type: none"> - Available from the Tests tab when a test has been added to the Tests tab. <p>Select the tester who performed the test. If you edit the test results your name will automatically be added to the Tester List.</p> <ol style="list-style-type: none"> 1. NOTE: If the tester is not qualified to perform the test, their name will not be available from the Tester Search Window. 	Free-form	KYTC Spreadsheet Approver	<p>This is the person performing each associated test.</p> <p>User must be an active Material User (tester).</p> <p>The Tester must have “AGGREGATE TECHNICIAN” Sampler qualification for a Material Category of “AGGREGATE” for the following tests:</p> <ul style="list-style-type: none"> - WET SIEVE GRADATION (AGQCQAWTSV) <p><“Details”. Tested By (SM User ID) ></p>